MANAGEMENT 4860 – ORGANIZATIONAL DESIGN AND CHANGE (Hybrid)
University of North Texas - G. Brint Ryan College of Business
Spring 2026

Instructor: Ken Meyers – Department of Management
Email: Kenneth.Meyers@unt.edu, **Please add MGMT 4860 (Hybrid) in the subject line**
Office Hours: Thursday's from 9 am – 11 am, BLB 387

Please contact me directly through Canvas messaging. I check messages on a regular basis, Monday through Friday, and typically respond within 24 hours or less. However, there may be times when it takes longer to respond, particularly on holidays and weekends.

I will share quick news, course updates, reminders, module highlights, and assignment debriefs with the class using the Announcements tab in Canvas. **Please check this section at least twice a week.** I will share other pertinent information about jobs and university events via Canvas messaging. **If you need assistance, please do not hesitate to contact me.**

COURSE DESCRIPTION

Organizational Design and Change focuses on organizational design as a primary management tool and examines how organizations structure work, allocate authority, and manage change in response to internal and external pressures. The course focuses on the principles of organizational design and the strategies leaders use to plan, implement, and sustain change initiatives in dynamic business environments.

Students will explore how organizational structures, processes, culture, and leadership practices influence organizational effectiveness and change outcomes. Topics include organizational structure, work design, environmental alignment, organizational culture, ethical considerations, and frameworks for leading change. Emphasis is placed on understanding change from multiple perspectives, including executive leadership, managers responsible for implementation, and employees affected by organizational decisions.

Through applied assignments, case studies, and team-based projects, students will analyze real-world organizational challenges and develop practical recommendations that integrate organizational design and change management concepts. The course emphasizes critical thinking, professional judgment, and the ability to translate theory into actionable solutions.

This course emphasizes integration, application, and judgment rather than introducing entirely new management concepts. Students should expect to revisit familiar ideas and apply them in more complex, ambiguous, and real-world contexts.

This course is intentionally designed to emphasize application, integration, and professional judgment rather than efficiency or memorization alone. Organizational design and change work in real organizations is often ambiguous, iterative, and imperfect, and the structure of this course reflects those realities. While not every assignment may feel immediately efficient, each is designed to help you develop the analytical thinking, decision-making judgment, and tolerance for ambiguity required of leaders managing change in complex environments.

![UNT G. BRINT RYAN COLLEGE OF BUSINESS logo]

Catalogue Description

The course focuses on developing an understanding of the basics of organizational design, how to utilize organizational design principles to manage change, and how to keep the design aligned with the needs of the firm and the demands to which it must respond.

COURSE STRUCTURE

This course is delivered in a hybrid format, with one required in-person class meeting each week on Thursdays on the Denton campus. Because much of the learning happens through discussion and application, attendance and participation are graded components of the course.
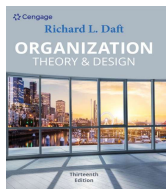
In-class discussions are actively facilitated to ensure focus, balanced participation, and synthesis of key takeaways.

LEARNING OBJECTIVES

Upon completion of this course, students will be able to:

1. Analyze change management strategies for implementing change within organizations.
2. Determine the types of goals organizations pursue.
3. Recognize techniques for overcoming resistance to change.
4. Identify frameworks for assessing environments and how organizations respond to them.
5. Explain how managers shape organizational culture and ethical values.
6. Examine how managers design the organization for the international and uncertain environment.

REQUIRED TEXTBOOK

Organization Theory & Design, 13th edition, by Richard Daft, ISBN 9780357702390 (e-book) or 9780357445143

REQUIRED ACCESS TO BOOKS

You will access the book below at no cost through the UNT Library. Feel free to purchase it yourself if you would like. I will distribute additional readings, videos, and articles through Canvas.

1. **Leading Change (2012) by John P. Kotter, ISBN 978-1-4221-8643-5**.

INSTRUCTOR BIO

Before joining the faculty at the University of North Texas, I spent over 25 years as a Senior Human Resources Leader and Executive Coach, working across multiple industries, global organizations, and Fortune 500 companies. My background includes strategic HR management, organizational change, leadership development, and coaching professionals through complex transitions. I hold a Master of Science in Leadership and Organizational Development, a SHRM-SCP (Senior Certified Professional) designation, and a Graduate Certificate in Executive Coaching.

I'm here to support you throughout and bring a practical, real-world perspective to the theories of organizational design and change management. My goal is to help you connect course concepts to real-world business scenarios, so you're not just learning the material—you're seeing how it applies in organizations of all sizes.

I'll post weekly announcements to keep you on track.

CANVAS, TECHNOLOGY, AND RESOURCES

This course requires regular access to Canvas and online course materials. Students are responsible for maintaining reliable access to required technology, including a functioning computer and stable internet connection.

Canvas is the **official submission platform** for this course. All assignments must be submitted through Canvas by the stated deadlines unless otherwise specified.

Students assume responsibility for the operating condition of personal devices and internet connectivity and are expected to plan ahead to address potential technical issues prior to deadlines. Before completing time-sensitive assessments, students should ensure access to required hardware, including a webcam and microphone where applicable.

When encountering technical difficulties related to Canvas or other university-supported systems, students must **immediately contact the UNT Student Helpdesk** to obtain official documentation. **Technical issues will not be considered without a Helpdesk ticket.** Issues related to personal devices, internet service providers, file corruption, or user error do not typically qualify.

Second, after contacting the Student Helpdesk and receiving an assessment of the problem and a ticket number, students must forward an email with the Helpdesk documentation to **Professor Meyers (kenneth.meyers@unt.edu)**.

In **rare circumstances**, documented system-level issues beyond a student's control may be considered at the instructor's discretion. Communication regarding technical issues must occur **before or immediately after** the submission deadline. Late communication significantly limits available options. Such consideration is **limited** and may **not be granted repeatedly**. **Students should not assume that technical issues will result in deadline extensions.**

UNT Student Helpdesk
Email: helpdesk@unt.edu | Phone: 940-565-2324
Canvas Requirements: https://clear.unt.edu/supported-technologies/canvas/requirements
Canvas Help: https://community.canvaslms.com/docs/DOC-10554-4212710328

Students must maintain an active EUID and password to access Canvas (https://unt.instructure.com). Password assistance is available at https://ams.unt.edu/acctreq.php.

You can access this course through Canvas at https://unt.instructure.com/

- Log in using your EUID and Password
- Click "MGMT 4860" from the list of courses

Minimum Technology Requirements

- Computer with webcam
- Reliable internet access
- Speakers
- Plug-ins

- Zoom
- Microsoft Office Suite
- [Canvas Technical Requirements](https://clear.unt.edu/supported-technologies/canvas/requirements) (https://clear.unt.edu/supported-technologies/canvas/requirements)

Computer Skills, Digital Literacy, Critical Thinking, and Writing Skills

- Using Canvas (See the Getting Started Module for Helpful Links)
- Using Respondus Lockdown Browser with webcam
- Using virtual presentation platforms – Zoom specifically
- Using email with attachments
- Downloading and installing software as needed
- Using Microsoft Office Suite (Word, Excel, and PowerPoint)
- Applying critical thinking skills to assessments
- Professional writing skills for discussions/written assignments: Students will compose grammatically correct

SERIOUS OR EXTENDED CIRCUMSTANCES

In situations involving serious or extended circumstances that may significantly impact a student's ability to meet course requirements (for example, hospitalization, serious illness, or other documented emergencies), students are encouraged to contact the **Dean of Students Office** as soon as possible.

The Dean of Students Office can provide appropriate documentation and guidance to both the student and instructor regarding academic accommodations or notifications. Instructor consideration of such circumstances will be based on **official communication from the Dean of Students Office** and applicable university policies.

This process helps ensure consistency, fairness, and appropriate support while maintaining the academic standards of the course.

PROFESSIONAL COMMUNICATIONS EXPECTATIONS

This course requires regular written and online communication. Students are expected to communicate with the instructor and classmates in a **respectful, professional manner** consistent with college-level and early-career expectations.

All course communication, including email and discussion posts, should be clear, concise, and professional in tone. Students should use appropriate language, correct spelling and grammar, and avoid slang, texting abbreviations, excessive capitalization, or informal shortcuts that may be misinterpreted.

Students are expected to address the instructor using an appropriate professional title unless otherwise indicated. Care should be taken when using humor or sarcasm, as tone is easily lost in written communication.

Students should exercise discretion when sharing personal information and should not send confidential or sensitive information through email or discussion boards.

EagleConnect Accounts

All students should activate and regularly check their EagleConnect (email) account. EagleConnect is used for official communication from the University to students. For information about EagleConnect, including how to activate an account and how to have EagleConnect forwarded to another email address, visit [EagleConnect Email System Website](https://eagleconnect.unt.edu/) (https://eagleconnect.unt.edu/)

GENERATIVE ARTIFICIAL INTELLIGENCE (GENAI)

GenAI tools are **allowed in this course unless otherwise specified** for a particular assignment. When permitted, GenAI may be used for support tasks such as brainstorming, outlining, and improving clarity or grammar. These tools are intended to support your work, not replace your thinking, analysis, or writing.

GenAI may not be used to generate work you submit as your own or on assignments where GenAI is explicitly not allowed. Substituting your own reasoning or writing with AI-generated content violates the learning objectives of this course and the UNT Honor Code. **Failure to comply may result in academic integrity violations**.

When GenAI is used, a brief disclosure describing how it was used is required. For example, *"GenAI was used to brainstorm ideas and revise sentence clarity. All analysis and final wording are my own."*

Students are responsible for verifying the accuracy of all GenAI-supported content.

Additional guidance, examples, and assignment-level expectations are provided in the GenAI Canvas module.

COURSE ASSIGNMENTS AND GRADING

Performance Evaluation – MGMT 4860	Max Points Possible
Exams (2 @ 100 points each)	200
Weekly Quizzes (14 @ 10 points each)	140
Team Case Study Analysis (75 points) & Presentation (30 points)	105
Individual Case Study Analysis	75
Attendance and Participation	75
Discussion Board Participation (2 @ 25 points each)	50
Academic Integrity Quiz	10
Total Points	**655**

A = 590 - 655 points
B = 524 - 589 points
C = 459 - 523 points
D = 393 - 458 points
F = 392 and below

GRADING AND ASSESSMENT POLICIES

Grading Philosophy

This is a senior-level course and grading reflects professional and academic standards consistent with upper-division coursework. Written assignments and projects are evaluated using detailed rubrics that emphasize clarity of thinking, application of course frameworks, and quality of analysis. Feedback is intended to be developmental and to help strengthen your professional judgment, not simply to justify a grade. Students are strongly encouraged to review rubrics carefully before submitting work and to use feedback early to improve future performance.

Grades in this course are based solely on required assignments and assessments designed to evaluate mastery of the course objectives. The course is intentionally structured to provide multiple opportunities throughout the semester for students to demonstrate learning and apply concepts in a strategic, professional context. **Extra credit opportunities are not offered.**

Final grades are calculated based on the total points earned across all required course components.

This senior-level course reflects the academic and professional standards expected within the Department of Management. Students are expected to engage consistently, prepare thoroughly, and demonstrate a strong understanding of course material through the quality of their work.

Deadlines are posted at the beginning of the semester. Students are expected to plan accordingly and submit all work by the stated deadlines. Missed or late assignments, quizzes, or assessments are not typically eligible for make-up. In **rare circumstances**, documented issues beyond a student's control may be considered in accordance with the course technology and submission policies. Failure to submit required work by the deadline without appropriate documentation will result in a grade of zero.

Grades may be adjusted at the end of the semester based on an overall review of course performance and assessment outcomes to ensure fairness and consistency. **Arithmetic rounding of individual grades is not applied.**

Students are required to log in to Canvas regularly to review announcements, access grading rubrics, view grades, and complete assignments. For due dates and exam times, please refer to the Course Schedule included at the end of this syllabus.

In the event of any inconsistency between dates listed in the syllabus and those posted in Canvas, **the dates posted in Canvas will prevail**, as Canvas serves as the official and most current source of course information.

The **Final Exam** will open on the Monday of exam week and close on the Friday of that same week.

COURSE SCHEDULE

The schedule is subject to change at the instructor's discretion. Students will be notified of changes. **Dates listed in Canvas are authoritative and supersede this schedule if updates are required.**

Week & Class Date	Topic(s)	Reading/Assignment

1
 	
1/12 – 18
 	
Class: 1/15
	1) Introduction & Syllabus Overview
	2) Organizations and Organization Design
	3) Transforming Organizations & Successful Change
		1) Read the syllabus (under Course Overview) and purchase the required materials.
		2) Review the Getting Started module in Canvas.
		3) Read
		  a) Textbook, Ch 1, and review the corresponding Canvas module, which includes required readings and videos.
		  b) Leading Change Book, Ch 1 - 2
		4) Complete the Cengage Terms of Use agreement before starting modules.
		5) Due by 11:59 AM, Sunday the 18th:
		  a) Academic Integrity Quiz
		  b) Week 1 Quiz
		Take the practice quiz to ensure your computer is set up correctly for the Respondus Lockdown Browser. **Note: All exams will require this browser.**

2
 	
1/20 – 25
 	
Class: 1/22
	1) Strategy, Org Design & Effectiveness
	2) Change Management: Establishing a Sense of Urgency & Creating the Guiding Coalition
		1) Read
		  a) Textbook, Ch 2 and review Week 2 Canvas Module
		  b) Leading Change Book, Ch 3 – 4
		2) Due by 11:59 PM, Sunday the 25st: Week 2 Quiz

3
 	
1/26 – 2/1
 	
Class: 1/29
	1) Fundamentals of Org Structure
	2) Change Management: Developing a Vision and Strategy & Communicating the Change Vision
		1) Read
		  a) Textbook, Ch 3 and review Week 3 Canvas Module
		  b) Leading Change Book, Ch 5 – 6
		2) Due by 11:59 PM, Sunday the 1st: Week 3 Quiz

4
 	
2/2 – 2/8
 	
Class: 2/5
	1) The External Environment
	2) Change Management: Empowering Employees for Action & Generating Short-Term Wins
		1) Read
		  a) Textbook, Ch 4 and review Week 4 Canvas Module
		  b) Leading Change Book, Ch 7 – 8
		2) Due by 11:59 PM, Sunday the 8th:
		  a) Week 4 Quiz
		  b) Individual Case Study

Week & Class Date	Topic(s)	Reading/Assignment
5 2/9 - 15 Class: 2/12	Change Management: Consolidating Gains & Anchoring New Approaches in the Culture	1) Read Leading Change Book, Ch 9 – 12, and review Week 5 Canvas Module 2) Due by 11:59 PM, Sunday the 15st: Week 5 Quiz

6
2/16 - 22
 	
Class: 2/19
	Designs for Societal Impact: Dual-Purpose Orgs, Corporate Sustainability, and Ethics	1) Read Textbook Ch 7 and review Week 6 Canvas Module
		2) Due by 11:59 PM, Sunday the 22nd:
		   a) Discussion Board #1
		   b) Week 6 Quiz

7 2/23 – 3/1 Exam: 2/26	**Exam 1 (Weeks 1 – 6), in-person: BLB 010.** Requires Respondus Lockdown Browser Designs for Manufacturing and Service Technologies	1) Read Textbook Ch 8 and review Week 7 Canvas Module 2) Watch Recorded Lecture, Textbook Ch 7 3) Due by 11:59 PM the 1st: Week 7 Quiz
8 3/2 - 8 Class: 3/5	Designs for Digital Organizations and Big Data Analytics	1) Read Textbook Ch 9 and review Week 8 Canvas Module 2) Due by 11:59 PM the 8th: Week 8 Quiz
SPRING BREAK		
9 3/16 - 22 Class: 3/19	Organization Size, Life Cycle, and Decline	1) Read Textbook Ch 10 and review Week 9 Canvas Module 2) Due by 11:59 PM the 22nd: Week 9 Quiz

10
3/23 - 29
 	
Class: 3/26
	Organization Culture and Control	1) Read Textbook Ch 11 and review Week 10 Canvas Module
		2) Due by 11:59 PM the 29th:
		   a) Discussion Board #2
		   b) Week 10 Quiz

11 3/30 – 4/5 Class: 4/2	Innovation & Change	1) Read Textbook Ch 12 and review Week 11 Canvas Module 2) Due by 11:59 PM the 5th: Week 11 Quiz
12 4/6 - 12 Class: 4/9	Decision-Making Processes	1) Read Textbook Ch 13 and review Week 11 Canvas Module 2) Due by 11:59 PM the 12th: Week 12 Quiz

Week & Class Date	Topic(s)	Reading/Assignment
13 4/13 - 19 Class: 4/16	**Team Case Study In-Class Presentation: BLB 010** Conflict, Power, and Politics	1) Read Textbook Ch 14 and review Week 13 Canvas Module 2) Watch Recorded Lecture, Textbook Ch 14 3) Due by 11:59 PM the 19th: Week 13 Quiz
14 4/20 – 26 Class: 4/23	Bringing it All Together: Lessons from the Field	1) Due by 11:59 PM, Apr 26th: Week 14 Quiz
15 4/27 – 5/3 Class: 4/30	Your Next Chapter: Becoming a Change Agent	TBD
16 5/4 - 8	Exam 2, in-person, BLB 010, **Requires Respondus Lockdown Browser.**	

PLEASE NOTE: Requests for alternative assignment/assessment timing are **not routinely granted** and are considered only in accordance with course and university policies.

ASSIGNMENT DESCRIPTIONS

Chapter quizzes (available in Canvas)

You will complete 12 chapter quizzes. They cover the material discussed in the textbook and modules (including articles, videos, etc.). Each quiz is worth 10 points total (1 point per question)**.** All quizzes are open-book, open notes. Complete the quizzes **independently** as you work through each corresponding module.

Team Projects

Working effectively in teams is one of the most important skills you'll need in today's organizations. These assignments provide opportunities to practice collaboration while applying organization design concepts to real-world challenges.

- **Two Team Projects:** You'll complete two major team-based assignments during the semester.

- **Written Report:** A professional, research-based analysis that evaluates an organization's situation and offers recommendations supported by course frameworks.

- **Presentation Component:**

   o Project 1: Includes a **recorded presentation** summarizing your team's key findings and recommendations, as if presenting to company leadership.

   o Project 2 – Designing for Effective Virtual Teams: Replaces the recorded presentation with a **visual/infographic deliverable** (e.g., infographic or 2–3 slide summary) that communicates insights in a concise, professional format.

These projects are designed to strengthen your teamwork, problem-solving, and ability to translate theory into practical organizational solutions.

Individual Accountability in Team Projects

This project includes confidential peer evaluations that assess each team member's level of participation, collaboration, reliability, and overall contribution to the team's deliverables. Your individual project grade will be adjusted based on these evaluations to ensure accountability and fairness. If peer evaluations indicate that a student made little to no meaningful contribution to the project, that student may receive a significantly reduced grade, including a grade of zero, regardless of the overall quality of the team's final submission.

Discussion Board

This course includes **two required discussion boards** designed to support reflection, application of course concepts, and engagement with peer perspectives in an online environment. Students are expected to post a thoughtful, substantive response to the prompt and engage professionally with classmates as directed. Contributions should demonstrate preparation, insight, and relevance to the topic rather than simply meeting minimum requirements.

Exams

The two (2) exams are "knowledge-acquisition-application" oriented. Each exam is designed to test your knowledge and how well you apply concepts via multiple-choice and true/false questions. The questions cover content from the textbook, additional articles, videos, and/or discussion boards. **Using textbooks and/or notes on exams is not permitted.** These are closed-book exams, and no outside or additional resources are allowed besides what a student has committed to memory through study and preparation.

You will have **60 minutes** to answer all questions (multiple choice, true/false). You will need to download the free Respondus LockDown Browser and have a webcam available. Your face must be present in the camera frame while taking the exam. Your screen with the exam questions will be recorded. **You must complete each exam independently in one sitting once we begin at the designated time and date; breaks are not allowed**. You may be able to check out laptops through the UNT library or complete the exam at UNT Computer Labs, which have a webcam.

The use of cell phones, iPhones, cameras, or any other electronic device is not allowed during an exam. Talking to other students, soliciting help, or giving assistance is not permitted. Copying, photographing, or disseminating the questions in any form is prohibited. Exam questions are randomized, so you will NOT see the same questions in the same order as your classmates. **Please contact me with any questions and to prepare for the exam in advance. Engaging in academic integrity violations, such as cheating and providing unauthorized assistance, will be reported.**

SUNSET RULE

You have one (1) week from the date the grade is released to inquire about your grade on an exam, quiz, discussion post, or any other assignment. The exception to this is the last round of assignments, the Final Exam, and your Final Letter Grade, when inquiries need to be taken care of as soon as possible before I submit grades to the Registrar. The purpose is to resolve any issue during the term and not wait until the last week of the term. Check your grades every week!

EVENT TIMING

All times stated in this course will conform to **US Central Standard Time (CST)** and Texas state daylight savings time adjustments.

STUDENT ACADEMIC SUPPORT SERVICES

- Code of Student Conduct: Provides the Code of Student Conduct, along with other useful links.
- Office of Disability Access: exists to prevent discrimination based on disability and to help students reach a higher level of independence.
- Counseling and Testing Services: provides counseling and testing services such as admissions testing, computer-based, and career testing.
- UNT Libraries
- UNT Learning Center: provides services (e.g., tutoring) to enhance the academic experience.
- UNT Writing Center: offers free writing tutoring to all UNT students, including online tutoring.

ADDITIONAL STUDENT SUPPORT SERVICES

- Registrar
- Financial Aid
- Student Legal Services
- Career Center
- UNT Food Pantry

MENTAL HEALTH

UNT provides mental health resources to students, ensuring there are numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the nature and severity of the situation. These can support your academic success and mental well-being:

- Student Health and Wellness Center
- Counseling and Testing Services
- UNT Care Team
- UNT Psychiatric Services

UNT POLICIES

Academic integrity

Academic integrity emanates from a culture that embraces the core values of trust and honesty necessary for full learning to occur. Academic dishonesty breaches the mutual trust necessary in an academic environment. According to UNT Policy 06.003, Student Academic Integrity (https://policy.unt.edu/policy/06-003), academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions, ranging from admonition to expulsion from the University.

Any suspected occurrence of academic dishonesty will be investigated and handled in accordance with UNT policy and procedures. The following academic penalties may be assessed at the instructor's discretion upon determination that academic dishonesty has occurred. *Admonitions and educational assignments are not subject to appeal*.

1. *Admonition*: The student may be issued a verbal or written warning.

2. *Assignment of Educational Coursework:* The student may be required to perform additional coursework not required of other students in the specific course.

3. *Partial or no credit for an assignment or assessment:* The Instructor may award partial or no credit for the assignment or assessment on which the student engaged in academic dishonesty, to be calculated into the final course grade.

4. *Course Failure*: The instructor may assign a failing grade for the course.

Course evaluations

This semester, UNT will administer course evaluations online, specifically the "SPOT" – Student Evaluation of Teaching evaluations. These evaluations are used to assess faculty performance, providing guidance on areas for improvement and feedback on aspects of instruction and learning that you appreciate. These are great ways to consistently review our curriculum and teaching approaches. I truly value your feedback and appreciate you taking the time to complete the evaluations which are administered towards the end of the semester. You will be notified on Canvas and through your UNT email when the evaluations are open.

Disability accommodation

The University of North Texas(UNT) does not discriminate on the basis of disability in employment, admission, treatment, or access to its programs or activities. UNT is committed to providing equal educational access for qualified students with disabilities in accordance with state and federal laws including the Americans with Disabilities Act of 1990 as Amended (ADA) and Section 504 of the Rehabilitation Act of 1973. Additionally, the University is committed to making all UNT sponsored programs and activities accessible, as required by the Texas Accessibility Standards and the Americans with Disabilities Act Accessibility Guidelines. To this end, all academic units are willing to make reasonable and appropriate adjustments to the classroom environment and the teaching, testing, or learning methodologies to facilitate equality of educational access for persons with disabilities.

Dropping the course:

If you decide it is necessary to drop the course, please adhere to the Academic Calendar on the Registrar's website: http://www.unt.edu/catalog/. Please note that April 10th is the last day for a student to drop a course with a W. To drop the course, visit the following link: https://registrar.unt.edu/registration/dropping-class and click on *Request to Drop Class* form. If you have questions or need assistance, you may go to the Department of Management in the Business Leadership Building – Room 207.

Emergency alerts:

The University of North Texas has an emergency Notification System, Eagle Alert (https://www.unt.edu/eaglealert/), which has the capability of calling or text messaging emergency notices. As a student, you may register with Eagle Connect Alert to receive notification of any warnings or campus closings that are announced. Instructions for enrollment can be found at my.unt.edu. The University's radio station, KNTU 88.1 FM, and website http://www.unt.edu, will provide updated information during an emergency. In the event of university closure, additional information will be provided through this communication medium.

Emergency evacuation procedures

Severe Weather: In the event of severe weather, all building occupants should immediately seek shelter in the designated shelter-in-place area in the building. If unable to safely move to the designated shelter-in-place area, seek shelter in a windowless interior room or hallway on the lowest floor of the building.

Bomb Threat/Fire: In the event of a bomb threat or fire in the building, all building occupants should immediately evacuate the building using the nearest exit. Once outside, proceed to the designated assembly area. If unable to safely move to the designated assembly area, contact one or more members of your department or unit to let them know you are safe and inform them of your whereabouts.

Persons with mobility impairments who are unable to exit the building safely should move to a designated area of refuge and await assistance from emergency responders.

Student conduct

Any student behavior that interferes with an instructor's ability to conduct class or other students' opportunity to learn is unacceptable and will not be tolerated in any instructional setting at UNT. This includes traditional face-to-face classes, online or blended classes, discussion groups or boards, and verbal and/or written (including email) communication with the instructor and/or other students. Examples of unacceptable behavior include, but are not limited to, disrespectful treatment of other students (verbal or written), disrupting the lecturer, and use of inappropriate or profane language or gestures in class or other instructional settings. The Code of Student Conduct can be found at deanofstudents.unt.edu/conduct. Any person who believes that a student has violated University policy can go to https://report.unt.edu and report the allegation.